



**Policy Council Meeting Minutes**  
**Hope Church, Spencer, Iowa**  
**Tuesday, April 23, 2024**  
**9:30 a.m. to 11:00 a.m.**

*“The Upper Des Moines Opportunity, Inc. & Early Childhood Programs will provide comprehensive services utilizing all available resources that will positively impact children and families allowing them to maximize their potential for life-long enrichment.”*

**Present:**

Justina Christoffer	Early Head Start, CB
Marlin Avalo	Early Head Start – HB – Survey Monkey
Jennifer Zamorano	Head Start – Survey Monkey
Kodie Borchers	Head Start
Maureen Reeves Horsley	Community Representative – Zoom
Emilia Marroquin	Community Representative-Survey Monkey
Francis Porter	Head Start – Zoom

**Absent:**

Cheyenne Gramstad	Head Start
Danielle Anderson	Head Start
Kimberly Mefferd	Early Head Start - HB
Doris Lopez-Martin	Early Head Start - HB
Amanda Gonzalez	Head Start - Resigned

**EHS/HS Staff Present:**

*Central Office: Julie Edwards, Tyler Henderson, Sarina Smith*

*Clay Office: Michella Koppen, Denise Graettinger*

*Storm Lake Office:*

*Emmet Office: Alyssia Friesner*

**Officers: President:** – Justina Christoffer, **Vice President:** - Francis Porter , **Secretary:** Amanda Gonzalez

**Committees:**

- **Budget:** Kodie Borchers, Justina Christoffer, Francis Porter, Cheyenne Gramstad
- **Health Advisory:** Maureen Reeves Horsley, Francis Porter, Amanda Gonzalez

**1. Meeting was called to order** by Justina. Quorum was met with 7 of 11 members participating in person and using technology.

Any special recognition or announcements – N/A

**Agenda Additions:**

- Resignation of Amanda Gonzales from Policy Council
- Cola Grant Approval to write

- NHTA Head Start Parent Support Letter

*Motion to Approve Agenda with additions: Kodie Borchers*

*Second by Maureen Reeves Horsley*

*Discussion: None*

*Action: CARRIED*

- 2. Minutes** from the March 26, 2024 meeting reviewed with no corrections.

*Motion to Approve the Minutes from March 26, 2024 meeting by: Kodie Borchers*

*Second: Maureen Reeves Horsley*

*Discussion: None*

*Action: CARRIED*

- 3. Budget Report/Training:** Kodie Borchers, Budget Committee Member, presented the budget information. Budget dated February 29, 2024 Final for the 23/24 Fiscal Year was shared. All zeroed out with a few cost allocations between early childhood programs. The budget ending 3/31/24 was presented:

- a. Head Start –*under* budget (\$127,820)
- b. Early Head Start – under budget (\$103,963)
- c. Buena Vista CDC – under budget (\$7,324)
- d. Spencer CDC – over budget (\$57)
- e. Wrap Around –under budget (\$ 400)
- f. In-Kind – Head Start and Early Head Start is a little slow in getting posted, but we are on our way to the goal.
- g. Administration for both grants below 15% maximum.
- h. School Funding (SWVP)– Budget shows over (\$50,252). Salary adjustments have been made for this year and this will balance out for the rest of the year. (Emmetsburg, Laurens, Storm Lake, Spencer, Milford, Estherville, Sheldon, Hartley) Staff changes in this program had not been updated to utilize funding.
- i. Credit Cards – usage was shared with Policy Council for the Agency Visa/Sinclair/Pro-Coop, & Walmart card statement. Identified purchases were noted on report.
- j. T&TA funds are beginning to be used and scheduling who will attend trainings.

*Motion to Approve Budget Reports for 2/29/24 Final and March 31, 2024 as presented by Maureen Reeves Horsley*

*Second: Kodie Borchers*

*Discussion: None*

*Action: CARRIED*

- 4. New Hires/Resignations/Transfer:**

Resignation of Amanda Gonzales from Policy Council: several options were presented with the following:

*Motion to approve Resignation of Amanda Gonzales from Policy Council and not fill this opening until next year due the end of the program year and to have the June, July and August Meeting sent via Survey Monkey and only meet in person if needed by Maureen Reeves Horsley*

*Second: Kodie Borchers*

*Discussion: none*

*Action: CARRIED*

**5. Director's Report** – Sarina Smith, Early Childhood Director

- ERSEA Reports for March, 2024 were reviewed. It shows we are fully enroll at 289 for Head Start and should be 183 for Early Head Start. Attendance above 85% for Year to Date for both programs with Early Head Start at 84.82% due to illness. Waiting lists for the 24/25 school year are changing with acceptance for 24/25 school year beginning. Most sites are scheduling acceptance, with recruitment continuing to maintain waiting lists.
- Disabilities are very close to reaching our number, so no waiver will be requested
- CACFP Report reviewed for March. All meals were claimed. This is a supplement for food cost but will not cover total cost showing what was spent for the month and year to date.
- PBIS Flyer: This shows Parent, Staff and Community Polls results.
- NHSA Letter that request Parent Advocacy. This needs to be completed by May 12<sup>th</sup> in support of keeping Head Start. Not difficult to complete.

**6. Multi County Board Report** – Julie Edwards, UDMO Executive Director

- Advocacy at the state level continues for ECI and FaDDS as well as other programs.
- The State of Iowa is still in the process of developing their data system. UDMO has purchased EmpowOR and will be receiving training. The Liheap and Weatherization Programs will be utilizing the state's system.
- Grant was written to expand the KIDS program.
- Outreach offices continue to struggle to cover expenses. Will be conducting Strategic Planning.
- UDMO Annual Dinner is schedule for May 28<sup>th</sup> at 5:00 p.m.

**7. Education Report;**

- No Report

**8. Family Services Report;** Denise Graettinger

- Reviewed the Family Feedback Survey results. Center Base – parents report positive comments and children are being prepared for school. Areas of improvement are building, playgrounds, parking.
- Home Base: Parents are feeling supported, visits helpful and preparing for school. Same areas of improvement. Socialization has a request for more varied times. Thinking of a survey monkey to go out to families this next school year to see what times would work for them and

also a more detailed explanation of what “Socialization/Playtime” is. If it is held at a different location the program is responsible to make sure all safety items are in place.

- Community Needs: top 3 selections are a part of the chart with Area of Need, Why families do not get services, Strengths and why families do not get services. It includes HS Families, Staff and Community Partners results. Raw data from all areas is also included in the packet provided.

## 9. Health Services Report: Alyssia Friesner

- Shared information from Health Advisory meeting: YTD: we have had 76 Failed dentals with 71 of these treated or in treatment process. A huge thanks to Brea Schmidt for her help!
- I-Smiles completed 290 dental screenings with 48 fails. We are now checking to see if they are been seen by a dentist or need assistant in locating one.
- Silver Diamide Fluoride was discussed as to the use and long-term effects. When applied it will turn the area it is applied to black. This is permanent, unless treated by dentist to fix cavity and fill. The program will be providing a lot of education on this product and not utilizing this summer at registration days.
- BV Public Health shared the video “Tap into Water” that encourages people to drink tap water as it contains fluoride vs bottle water which does not and is expensive for our families. Educating families that our water is safe to drink. Maureen Reeves Horsley has her church working on getting each child in Head Start next year to have a reusable water bottle to be left at school and washed. It would be for the 24/25 school year.

## 10. New Business:

### a. Job Descriptions:

- i. Updated: Early Childhood Programs Director, Coach Coordinator, Program Coordinator, Education Coach, Home Base Coach, Administrative Coordinator, Site Assistant, Mentor, Health Coordinator, Health Service Manager (Exempt/Non-Exempt)
- ii. Not updated: Data Manager, Home Base Teacher, Home Visitor, Teacher, Assistant Teacher, Interpreter, Substitute, Custodian/Food Service Personnel, Custodian, Food Service Personnel

*Motion to Approve all Job Descriptions as presented: by Maureen Reeves Horsley*

*Second: Kodie Borchers*

*Discussion: None*

*Action: CARRIED*

- b. **Cola Grant** around 2.3%, permission to write when it comes out as it is to be a short time frame.

*Motion to Approve writing for the Cola Grant: by Kodie Borchers*

*Second: Maureen Reeves Horsley*

*Discussion: None*

*Action: CARRIED*

- c. **Center Updates: Milford** is continuing to work with the church and a radon specialist on the next steps for mitigation.

**Sibley** has four options with churches to relocate. Need to see what will work best for the families and children.

**11. Agenda for next Policy Council Meeting scheduled for April 23, 2024**

- a. Minutes
- b. Budget Report
- c. Hires/Resignations/Transfers
- d. ERSEA/CACFP Report
- e. IM/PI's
- f. School Readiness Reports
- g. Center Updates
- h. Transportation Waiver

***Motion to Adjourn Meeting:*** by Maureen Reeves Horsley

*Second:* Kodie Borchers

*Discussion:* None

*Action:* CARRIED

\_\_\_\_\_ Policy Council Member Submitted    Date approved \_\_\_\_\_

Michella Koppen, Recorder